

# Role Description – PPR Facilitator

## Practice Peer Review Program for Continuing Professional Development



Authorizing Committee / Department:	Continuing Professional Development (CCPD) Committee
Responsible Committee / Department:	Education Committee
Document Code:	RD PPR Facilitator, Practice Peer Review Program for Continuing Professional Development (CPD)

### Purpose

The role of a PPR (Practice Peer Review) Facilitator is to support a reflective process between two peers at the end of the series of structured discussions, and, using the principles of coaching, assist the two peers to identify outcomes for the activity, through refocusing professional development, goalsetting, and planning.

### Key Responsibilities/Role:

- Attend any required training, for example a webinar, e-learning module or introductory session.
- Establish rapport with the peer dyad through attendance for the final 20 minutes of their initial discussion, engage in the peers' initial goals, and confirm the structure of the PPR.
- Facilitate the participants' setting of their meetings schedule (four meetings in a 3 months-period) and the provision of this information to the College
- Facilitate the final planning phase in the practice peer review for both psychiatrists using the principles of coaching as outlined in the RANZCP Practice Peer Review Program Guide.
- Ensure that the privacy and confidentiality of information is maintained as outlined in the PPR Program Guide.
- Complete and submit the facilitator reflection template promptly once the PPR discussions are completed to facilitate recording of My CPD hours.
- Participate in any program evaluation conducted by the RANZCP CPD team, this can require completing surveys or feedback forms, among other resources.
- Understand the PPR format and conduct (See Sections: Program stages & Professional Safety and Concerns), including the opting-out choice, and communication to the College.
- Completion of a RANZCP deed of undertaking.

## Selection Criteria:

### Required:

- being in good standing with the RANZCP, including meeting annual CPD requirements
- Fellowship or Affiliate membership of the RANZCP
- appropriate registration with the Medical Board of Australia or the Medical Council of New Zealand as a specialist psychiatrist
- appropriate professional indemnity insurance
- experience as a RANZCP supervisor or Director of Training

### Desirable:

- recent committee or College work

### Related Resources:

- Committee for Continuing Professional Development Regulations and Position Descriptions
- Education Committee Regulations and Position Descriptions
- RANZCP CPD, Practice Peer Review Program Guide
- RANZCP Code of Conduct, Code of Ethics, Deed of Undertaking in relation to confidentiality and conflict of interest and RANZCP website.

## REVIEW

- This Role Description shall be reviewed five (5) years from the last review date.

## REVISION RECORD

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Contact: Manager, Accreditation, CPD and Reporting

Date	Version	Approver	Description
	1.0	TBC	Continuing Professional Development (CCPD) Committee
2025			<b>NEXT REVIEW</b>